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**From:** Keable, Edward  
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Tim,

Julie has been convening a FOIA request coordination meeting on Tuesdays and Fridays at 1:00 in her office to ensure that OS FOIA is moving forward on multiple FOIA requests. [This week's Friday meeting will be held on Thursday.] You should plan on attending the Thursday meeting if you can and perhaps all future FOIA coordination meetings given the number of matters now in litigation.

For this Thursday in particular, I have asked Julie to identify the number of paralegals OS FOIA could use to address backlog FOIA requests, what their tasks would be, and what skill level they would need. With that information and information you are gathering for GLS's needs, I hope to get a good idea of what resources to get from our legal services contract to augment the OS FOIA and GLS staff work on the many FOIA matters pending in the Department.

Also, you should be prepared to identify someone on your staff who should be the POC on each of the many multiple FOIA requests OS FOIA is processing (e.g. travel, moratorium report, SES reassignments, Whitefish Energy, etc.). Following our usual protocol, OS FOIA is applying redactions to responsive records but I want someone from GLS to be available to provide guidance to them on questions like how to prioritize processing of aspects of the requests, categories of information to be redacted, and awareness of information that will not be redacted so we can give notice as appropriate. Again, given the number of matters in litigation and the relationship they have to outstanding FOIA requests, I think this level of coordination would be prudent.

If you can identify attorneys who would coordinate on a subject matter basis before Thursday, please send that information to Clarice when you can.

Thanks

Ed

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